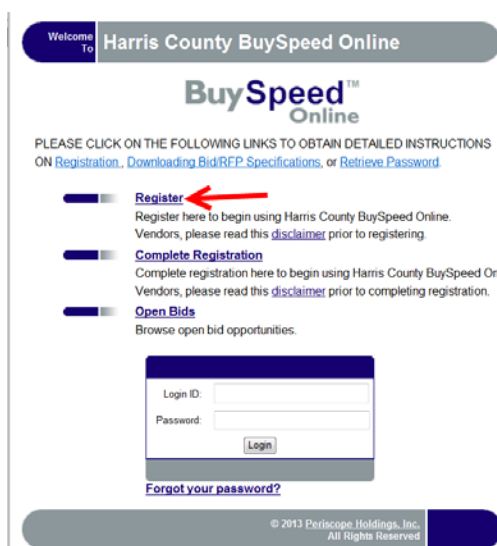


## BuySpeed Online Vendor Registration Instructions

This system may be accessed from the Harris County home page <http://www.harriscountytexas.gov/purchasing>, then click on Bid Listing or you may go directly to the site: <https://bids.hctx.net/bso>



You only need to register once; but it is very important that you keep your information current in this system. **Please read disclaimer.**  
Click on Register.



**PLEASE DO NOT USE THE "BACK" BUTTON DURING REGISTRATION.**

**\*\*\*Note: Once you start registration, please complete ALL REQUIRED FIELDS. Otherwise, the system will lock you out.\*\*\*\***

All fields with asterisk (\*) are required to save information on the page and move to the next. Type in your **Federal Tax ID or SS number, Company Name and Email Address**.

A screenshot of a web browser window titled "Tax ID - Windows Internet Explorer...". The address bar shows "https://bids.hctx.net/bsa/external/tidChe". The form contains three input fields: "Tax ID\*", "Company Name\*", and "Email Address\*", each followed by an asterisk indicating it is a required field. Below these fields is a "Submit" button. The browser's status bar at the bottom indicates "Internet | Protected Mode: 100%".

If the system states that this Tax ID number already exists in our system, your company has already registered. If you believe this is in error, contact us at [Postmaster@pur.hctx.net](mailto:Postmaster@pur.hctx.net) for registration assistance.

Please fill out form completely.

A screenshot of a registration form with multiple tabs: "Company Information", "Administrator", "Address", "Terms", "Categories & Certifications", "Commodity/Service Codes", and "Summary". The "Company Information" tab is active. The form contains various input fields, some of which are highlighted in yellow. A red arrow points from the "Vendor Legal Name\*" field to the "Company Name\*" field. Another red arrow points from the "Tax ID #\*" field to the "Tax ID #\*" field, with the text "will populate from first screen." next to it. The form includes fields for "Business Description", "Mailing Address Line 1\*", "Address Line 2", "Address Line 3", "Address Line 4", "Country\*", "City\*", "ZIP\*", "Company Phone\*", "Company Email\*", "State/Province\*", "County", "Company FAX", "Year of Incorporation", "Emergency Phone", "Emergency Contact", and "Emergency Info Comment". At the bottom, there are buttons for "Save & Continue Registration", "Reset", and "Cancel". The footer text reads "Copyright © 2013 Periscope Holdings, Inc. - All Rights Reserved."

Once all required fields are complete, please click on "Save & Continue Registration".

It is very important to select a Login Question and enter the Login Answer. This information is used to request a forgotten password.

The screenshot shows a web application interface for user registration. At the top, there is a navigation bar with tabs: 'Company Information', 'Administrator' (highlighted), 'Address', 'Terms', 'Categories & Certifications', 'Commodity/Service Codes', and 'Summary'. Below the navigation bar is a section titled 'Administrative User Information'. The form contains two columns of input fields. The left column includes: 'Salutation' (a dropdown menu), 'First Name\*' (text box), 'Job Title\*' (text box), 'Email\*' (text box), 'Login ID\*' (text box), 'New Password\*' (text box), and 'Login Question\*' (dropdown menu). The right column includes: 'Last Name\*' (text box), 'Department' (text box), 'Phone\*' (text box with area and number sub-fields), 'Confirm Password\*' (text box), and 'Login Answer\*' (text box). At the bottom of the form, there are three buttons: 'Save & Continue Registration', 'Reset', and 'Cancel'. Below the buttons, a small copyright notice reads: 'Copyright © 2013 Periscope Holdings, Inc. - All Rights Reserved.'

Click on “Save & Continue Registration”. Click

Continue to fill out all applicable information on the Terms, Categories & Certifications, and Commodity/Service Codes.

Important: **Please select all commodity codes** applicable to your company. When a bid/request for proposal is posted in the system for the selected codes, the system will send an email notifying you that there is a bid that you may be interested in reviewing.

There are three methods of selecting the Commodity and Service Codes:

1. NIGP Class – click on the drop down to select the applicable category.
2. NIGP Keyword box – type in an applicable keyword and hit the “search” button. A list of categories pertaining to your keyword will be generated on the screen from which you may choose any applicable categories.
3. NIGP Code Browse – scroll down to the applicable category and left click with your mouse or press the enter button to make your selection.

NIGP Class
NIGP Class Item
NIGP Keyword
Search using ALL of the criteria
Search

1 Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

### NIGP Code Browse

1 Select the category that best describes the product and service you offer. Click on the question mark for more information.

01	Administrative, Financial, and Management Services
02	Agricultural Equipment and Related Products and Services
03	Arts, Crafts, Entertainment, Theatre
04	Automotive Products, Vehicles, and Services
05	Building Equipment, Supplies, and Services
06	Clothing, Textiles, Laundry Equipment, and Supplies
07	Communication Equipment and Services
08	Computers, Software, Supplies, and Services
09	Food, Equipment, and Related Services
10	Furnishings and Related Services
11	Furniture and Related Services
12	Hardware, Related Equipment, and Services
13	Highway Road Equipment, Materials, and Related Equipment
14	Janitorial and Cleaning Equipment, Supplies, and Services
15	Laboratory Equipment, Supplies, and Services
16	Maintenance and Repair of Equipment
17	Medical Equipment, Supplies, and Services
18	Miscellaneous Commodities and Services
19	Office Supplies, Related Items, and Services
20	Paper, Printing Equipment, and Related Products and Services
21	Personal Products, Equipment, and Services
22	Public Works, Park Equipment, and Construction Services

Click on Summary tab and review. It will prompt you on what is incomplete. Please complete all required fields.

Once completed, you will receive the following message.



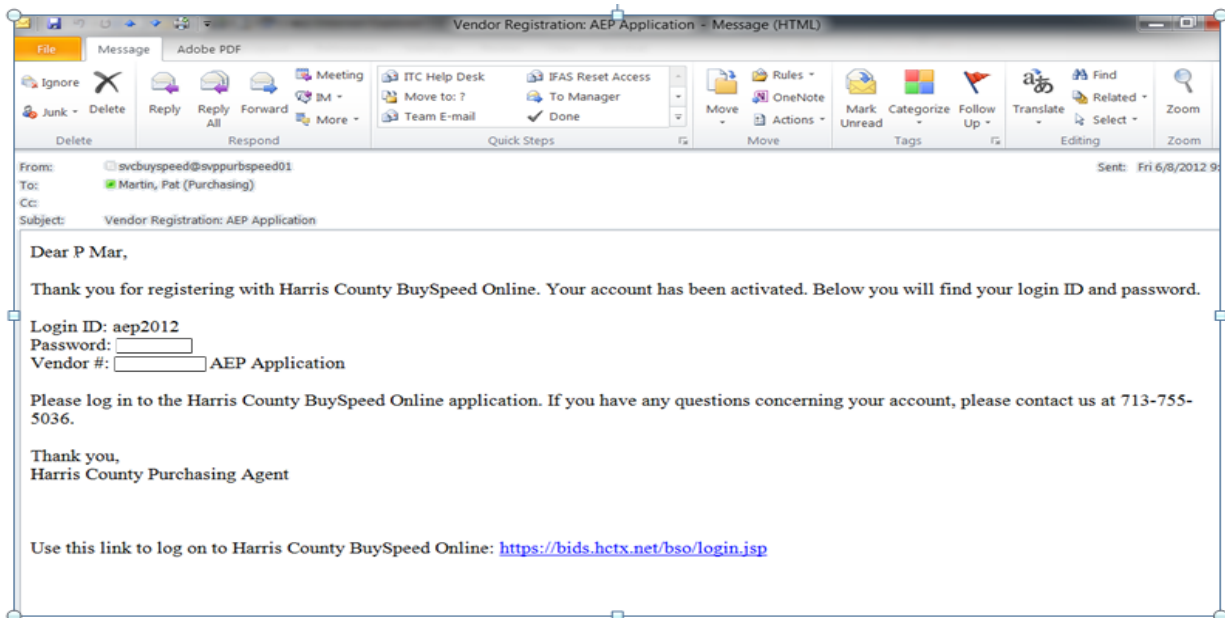
#### Thank You

Thank you for registering with Harris County BuySpeed Online. Registration confirmation will be emailed to you.  
For questions or comments please contact Harris County Purchasing Agent at 713-755-5036.

OK

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The system will send you an email confirmation with your Login ID, temporary password and Vendor #. Please keep in a save place. You will need your Login ID when requesting forgotten password.



You can now log into BuySpeed Online to view available specifications.

**PLEASE NOTE:** Even though you have chosen a password during registration, BuySpeed considers an initial password to be temporary and will require you to change it the first time you sign in after registration. IT IS VERY IMPORTANT THAT YOU KEEP ALL YOUR INFORMATION ACCURATE.

*Office of the Purchasing Agent  
1001 Preston Avenue, Suite 670  
Houston, TX 77002  
Phone: 713-755-5036  
Fax Number: 713-755-6695  
Office Hours: 7:30 a.m. – 4:30 p.m. Monday - Friday*